

THE WRITING PROCESS

Planning, Drafting, Revising, Formatting, and Proofreading



During this one-day workshop, we will discuss:

- The Five-Step Writing Process
- Remedies for Writer's Block
- Formats for Letters and Memos
- Letter and Punctuation Styles
- How to Write Four Routine Messages

“The Keys to Writing” course is a prerequisite to this workshop.

Reserve your place for this workshop
by contacting your training coordinator
or faxing your registration form to:

Central Management Services
Agency Training Section
FAX # (217) 558-0048

Please note! Registration closes seven
calendar days prior to each class.
Because seating is limited, register
early. Classes with less than ten
registrants will be canceled.

**Visit our website at
www.state.il.us/cms/2_servicese_edu/
and click on the “Course Schedule”
link for current class dates, times,
and locations.**

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